



COMPASS MASTER GRADUATE SCHOOL

Your study guide 2019

Dear student

Welcome to the Leuphana Graduate School. With your Masters degree programme you are embarking on the next stage of your academic career. A challenging study programme lies ahead of you taking you to both the depths of your subject area and on a journey into the wide world of academic study. Throughout your learning and research, the Leuphana Graduate School is pleased to have an open ear for your concerns, your questions and your suggestions in its role as an interdisciplinary point of contact. Make sure that you avail yourself of what we offer! We also invite you to actively apply your views and ideas throughout your time at the university.



Prof. Dr. MARKUS REIHLEN
Vice President of Leuphana Graduate School

Welcome to the Leuphana Graduate School!

A handwritten signature in black ink, appearing to read 'Markus Reihlen', written in a cursive style.

Prof. Dr. Markus Reihlen

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WELCOME TO THE GRADUATE SCHOOL

Those who choose to study for a Masters are seeking further specialist qualifications. This is just as important for many professional roles outside university as it is for an academic career.

Leuphana offers modern degree programmes that reflect the latest research developments and respond to the demands of the employment market in both academic and non-academic professions.

Excellence in teaching, comprehensive support and modern facilities provide the best possible framework for a successful degree. As well as building up your specialist abilities, the Leuphana study concept also has a strong practical focus and helps you to develop interdisciplinary expertise and reflective and interdisciplinary teamwork skills.



THE GRADUATE SCHOOL

The Leuphana Graduate School concept was developed following the Anglo-American model: Masters and doctorates are tailored to each other from the outset, and the subject-specific and interdisciplinary aspects of both are coordinated by the Graduate School. The Graduate School is thus a central point of contact for (doctoral) students from all faculties.

Innovative teaching formats with small seminar groups, a strong focus on research and ongoing, critical interaction in interdisciplinary research and practical projects are the core aspects and commitments of Leuphana Graduate School. Close links between the Masters programmes and doctoral research groups enable early access to the scientific community of doctoral candidates and ensure that Masters at Leuphana have a structured and comprehensive research focus.

The Graduate School is an interdisciplinary Leuphana institution and is passionate about working with all Masters and doctoral students to shape the research of the future.

⊕ GRADUATE SCHOOL

- » www.leuphana.de/gradschool
- » www.leuphana.de/graduateschool-team-en

⊕ LEARN MORE

- » www.leuphana.de/doctoral-track-en

⊕ DURING STUDIES

All of the information that you require to organise your Masters degree programme is available on the website:

- » www.leuphana.de/my-master



Structure of the Masters programmes except for double-degree programmes

STRUCTURE OF THE MASTERS PROGRAMMES

In the 2019/20 winter semester, the Leuphana Graduate School is offering twelve Masters programmes leading to LL.M., M.A. and M.Sc. degrees, and four teacher training Masters (leading to M.Ed.). All these programmes belong to one of five overarching fields: education, governance & law, humanities & social sciences, management & entrepreneurship, and sustainability.

Common to all Masters programmes is their interdisciplinary nature and topic-specific approach to academic and scientific questions and objectives.

Electives are offered on each programme alongside the compulsory modules. You can therefore tailor your studies to your interests and a future career, and create your own specific profile. Complementary Studies modules are a fixed part of the curriculum and are designed to give you the tools and training you need to master all the challenges our modern knowledge economy will pose.

Over forty Complementary Studies seminars give you an insight into research, methodology and society beyond the boundaries of your discipline, and are a great way to meet and engage with students from other programmes. A graduate, forward-looking approach is a particularly strong aspect of Complementary Studies. We'll welcome your contributions to the key questions of the future.

AIMS OF THE COMPLEMENTARY STUDIES

COMPLEMENTARY STUDIES

interdisciplinary
principles of
academic reflection

15 CP

For a change of perspective

- meet students and teaching staff from other disciplines
- improve communication and cooperation skills

Broaden your horizons

- Get to know, classify and apply findings and methods from other disciplines
- Develop fact analysis skills and gain mentally flexibility

Contextualise academic research

- Learn the historic and current principles of academic research
- Gain awareness of your responsibility as an academic researcher

COMPLEMENTARY STUDIES

A special feature of studying at Leuphana are the Complementary Studies, which in the sense of a holistic educational ideal is an integral part of the Bachelor's and Master's degree programmes of the Leuphana. The Complementary Studies provide a forum for interdisciplinary discourse, in which the students can reflect upon their role as academics in a society and environment which grows more complex.

The three subject-spanning modules aim to gain an understanding for knowledge and academic research in different contexts. By addressing **fundamental principles of ethics, sustainability and humanism**, a responsible and practically-oriented understanding of academic research is developed. The inter- and transdisciplinary dialogue between students from differing disciplines supports the development of methodological, social and communication skills that are essential for a future career in business, social or academic fields. At a time when knowledge becomes outdated very quickly, this provides study-based, constructive cooperation with colleagues from different disciplinary and cultural backgrounds.

LEARN MORE

Further information on the complementary studies is available on the website.

» www.leuphana.de/master-complementary-studies

PROGRAMME DIRECTOR OF MASTERS PROGRAMME | COMPLEMENTARY STUDIES

Engaging with Knowledge and Sciences	Prof. Dr. ROBERTO NIGRO	roberto.nigro@leuphana.de
Reflecting Research Methods	Prof. Dr. MICHAEL DELLWING	michael.dellwing@leuphana.de
Connecting Science, Responsibility and Society	Prof. Dr. JACOB HÖRISCH	hoerisch@leuphana.de

DOCTORAL TRACK

With the Doctoral Track you are able to focus intensively on your chosen area of research during your Masters course and to use your master's dissertation as the basis for your doctoral research project. Being able to focus early on your area of research creates the ideal conditions for active, research focused learning. Your early participation in the modules for the doctorate supports this learning process.

STUDENT COUNSELLING SERVICE

» www.leuphana.de/doctorate-counselling

Deciding in favour of the Doctoral Track is reasonable if you already have a good idea of a research area for your doctoral project. We recommend interested students to use the first months of their Masters course to get an idea of the contents of their main subject and to contact potential advisors. The Student Counsellor at the Graduate School will be pleased to assist you with your decision and application for the Doctoral Track.

» www.leuphana.de/doctoral-track-en

If you decide on the Doctoral Track, however, you need to fulfil certain conditions: you must be enrolled in a Masters degree programme at the Graduate School, provide evidence of your aptitude with a Bachelor degree result of at least 1.5 or be among the top 10% of students in your year, and provide a convincing written proposal for an academic research project as well as a written reference from your proposed academic supervisor.

PROGRAMME DIRECTOR OF MASTERS PROGRAMME | GOVERNANCE & LAW

International Economic Law	Prof. Dr. JÖRG PHILIPP TERHECHTE	master-iel@leuphana.de
Staatswissenschaften – Public Economics, Law and Politics	Prof. Dr. THOMAS WEIN	master-pelp@leuphana.de

PROGRAMME DIRECTOR OF MASTERS PROGRAMME | HUMANITIES & SOCIAL SCIENCES

Kulturwissenschaften – Culture, Arts and Media	Prof. Dr. ERICH HÖRL	master-kuwi@leuphana.de
Kultur, Sprache, Literatur	Prof. Dr. Roberto Nigro	master-kuwi@leuphana.de

PROGRAMME DIRECTOR OF MASTERS PROGRAMME | MANAGEMENT & ENTREPRENEURSHIP

Management & Business Development	Prof. Dr. SIGRID BEKMEIER-FEUERHAHN	bekmeier-feuerhahn@leuphana.de
Management & Data Science	Prof. Dr. ULF BREFELD	master-data-science@leuphana.de
Management & Engineering	Prof. Dr.-Ing. BENJAMIN KLUSEMAN	benjamin.klusemann@leuphana.de
Management & Finance & Accounting	Prof. Dr. PATRICK VELTE	patrick.velte@leuphana.de
Management & Human Resources	Prof. Dr. JÜRGEN DETERS	deters@leuphana.de
Management & Marketing	Prof. Dr. KERSTIN BROCKELMANN	brockelmann@leuphana.de

PROGRAMME DIRECTOR OF MASTERS PROGRAMME | SUSTAINABILITY

Global Sustainability Science	Prof. Dr. DANIEL LANG	master-gss@leuphana.de
Nachhaltigkeitswissenschaft – Sustainability Science	Prof. Dr. MATTHIAS BARTH	master-sus@leuphana.de

» www.leuphana.de/mystudy



LOTTERY PROCEDURE

in September you may watch exact dates on myStudy.

» www.leuphana.de/mystudy



REGISTERING FOR COURSES

Registration for classes in the winter semester is enabled on **myStudy** from **4 October to 28 October 2019**. Spots in the compulsory classes are generally allocated according to a simple listing procedure.

There may be a random selection process for **elective and compulsory modules** with a limited number of places. In two random selection phases you have the opportunity to apply for a spot in these classes. At the end of the second random selection phase you can decide whether you wish to attend the class, or to cancel your registration and leave the place for someone else.

The university ensures that adequate places are available and that all students are able to pursue their studies within the standard period of study. Details on registration are provided in the myStudy User Guide.

MYSTUDY: SETTING UP A USER ACCOUNT AND CONSULTING THE TEACHING TIMETABLE

The web-based service platform provides you with all the information you need for your studies. There you can, amongst others, create your timetable and register for classes. The User Guide on the myStudy website will help you do so.

HINT

Set up your account in good time, as you will begin receiving information from the Leuphana in September.

ACADEMIC CALENDAR 2019/2020	
Start of the semester	1 October 2019
Preparatory courses	first week in October
Masters Kick-off	9 and 10 October
Registration for classes	4 October – 28 October
1st lottery procedure	8 October
2nd lottery procedure	11 October
Beginning of lectures	14 October 2019
Christmas break	23 December 2019 – 6 January 2020
Re-registration for summer semester 2019	31 January 2020
Last day of lectures	31 January 2020
Examination period I	10 – 26 February 2020
Examination period II	16 – 28 March 2020
End of the semester	31 March 2020

GENERAL ASSESSMENT REGULATIONS AND CURRICULUM

General Assessment Regulations (GAR) with Subject-Specific-Schedule (SSS) apply to all Masters programmes. They are published in the Administrative Bulletin of the University, the **Gazette**. These documents form the legal basis for the structuring of your degree, so it is imperative that you make yourself acquainted with the regulations and the SSS.

The **assessment regulations** lay down the general conditions regarding assessments. They are legally binding and govern, among others, the process of study, the examination dates, the recognition of achievements, the registration deadlines, withdrawal from examinations, and a lot more. In the **Subject-Specific Schedule** for your degree programme you will find all the regulations which apply specifically to your degree programme, including an overview and descriptions of the modules to be taken, and the type and number of examinations. Interdisciplinary classes, such as the complementary studies and Management Studies, each have their own SSS.

REGISTRATION FOR ASSESSMENTS

Registration for assessments (all types of graded work) is done online through the QIS student information system. Withdrawal is possible during summer semester until 15 May, in winter semester until 15 November. Along with assessment management the QIS system also gives you an overview of the assessments you have taken and your results. In addition, you can update your personal details, which the university uses to contact you, via QIS.

ACCESS TO QIS

In order to log in to QIS, you need the access details for your Leuphana account.

» <https://qis.leuphana.de>



SEMESTER TICKET AND STUDENT ID CARD

Part of the semester contribution which you pay to the university before term begins, serves to fund your **SemesterTicket**. All students receive their SemesterTicket for the free use of local public transport together with their **student ID card**. It is valid on regional trains throughout Lower Saxony and the buses in the District of Lüneburg. It also covers journeys from Lüneburg to Hamburg Main Station, Lübeck and Bremen. With your SemesterTicket even a trip to the beaches of the Baltic Sea or the North Sea is possible.

The **SemesterTicket** of the Leuphana University of Lüneburg has also served as a **Culture Ticket** (SemesterTicket KULTUR). Students of Leuphana will receive entrance for free upon presentation of their SemesterTicket if the performances are not sold out. **This offer currently provides free entry to over 800 events throughout Lüneburg.** The institutions participating in this scheme include the Lüneburg Theatre and the churches of St. John, St. Michael and St. Nicholas with their concerts, as well as the e.novum theater, the Ostpreußisches Landesmuseum in Lüneburg, the Kulturforum Lüneburg and the Literaturbüro Lüneburg e.V. The ticket also covers events held by the following groups: the BachChor Lüneburg, the Halle für Kunst and the Kunstraum at the Leuphana University Lüneburg.

- ⌚ SORRY, AVAILABLE ONLY IN GERMAN:
» www.asta-lg.de/semesterticket



- ⌚ SORRY, AVAILABLE ONLY IN GERMAN:
FREQUENTLY PUBLISHED EVENT TIPS
» www.facebook.com/SemesterticketKultur

MASTERS KICK-OFF PROGRAMME

» www.leuphana.de/kick-off-en



MASTERS KICK-OFF

With the **Master Kick-off on 9 and 10 October 2019**, the Master's programmes will start before the lecture period for the new Master's students. In the two-day event, we will inform you about the organisational basics of the programmes, give you an introduction to your respective study programme and invite you to get to know your fellow students* as well as the Leuphana. Right at the beginning of your studies, you will also have the opportunity to network across disciplines.

In the **Perspektivwechsel workshops**, advanced students will help you to gain a clear idea of where you are and how to develop your own personal objectives and prospects. You will work both in a group and individually to define your personal and academic expectations. The group work is a chance to get to know and network with other students of your subject.

We invite you, together with all first semester students and a number of advanced students, to actively discuss your upcoming studies and your desired study style under the keyword „**study culture**“. You will also find the opportunity to compare your own educational expectations with Leuphana's expectations and to develop approaches for actively shaping your study time at Leuphana's Graduate School. This discussion will take place in the form of a **World Café**.

The findings of the World Café will be presented at the end of the Masters Kick-off. **Graduate School** will invite alumni to the event. They will offer an insight into your possible future by reporting on their own present life at work, looking back at their time at Leuphana and giving “the inside story”.

„PERSPEKTIVWECHSEL“ WORKSHOP

In the Leuphana understanding of education, scientific and academic training are closely connected to personal development. Our courses seek to help students develop well-rounded personalities and a strong sense of social responsibility.

The Perspektivwechsel workshop is the opportunity to put this principle into practice from the very start of your time here. At the Masters Kick-off, we give space to reflect on where you stand right now and look at your situation from new perspectives. Studying for a Masters means redefining your own independent learning process and developing individual objectives and prospects. Supported by tutors, you together with your fellow students will deliberate on these questions:

- What are your expectations for your Masters degree?
- What can you do to make your Masters an inspiring time in which you develop at both an academic and personal level?
- What contribution can the teaching staff, the Leuphana institutions and your fellow students make?

The group findings will be presented in the final Masters Kick-off session on 10 October.

WORLD CAFÉ

The World Café is a platform for exchange in a large group. Come and share the findings of your **Perspektivwechsel workshops** with students from other programmes and build on those findings in the context of academic culture. What opportunities does a consciously lived academic culture offer? What challenges does a continuous developing academic culture mean pose for one's own person, one's personal environment and, last but not least, for the institution in which you study? What is the impact of a clear and conscious academic culture on future job opportunities? These are just some of the questions up for debate. The findings of this event will also be presented at the final session.

MASTERS PREPARATORY COURSES

The semester starts with a range of information and introductory events for new Masters students. You can take part in the first information sessions on 2 October from home. The **online introductory sessions** will inform about:

- How to use the campus management platform myStudy
- Complementary Studies and your module options

PLEASE NOTE

Up-to-date information on all events and access to any registration pages will be available from mid-August at

» www.leuphana.de/master-getting-started

We will send more information to all enrolled students in early September.

Preparatory classes for certain programmes are likely to run in the first week in October. Please check the website **www.leuphana.de/master-getting-started** from mid-August for details of the dates, times and deadlines for registration.

Students interested in getting to know the campus or student councils or library earlier can do so on 8 October – the Graduate School is organising a “preview” for new Masters students.



ON CAMPUS

The Leuphana supports you with a wide ranging advice and support service which provides you with assistance during your studies. From individual student counselling to offers that aim to improve your interdisciplinary expertise to assisting you with developing your career profile, you are able to draw on professional support directly on campus. There are currently over 9000 students

on campus, who enjoy the great campus atmosphere and direct access to a whole range of local leisure and service facilities. Over the course of your studies, you will experience Leuphana's unique charm for yourself and discover that the campus is one of those places in Lüneburg where history meets pioneering future.

STUDENT COUNSELLING SERVICE GRADUATE SCHOOL

Main Campus, Building 14
studienberatung.gradschool@leuphana.de

» **www.leuphana.de/master-student-counsellor**

opening hours

Tues 2 – 4 pm, Thurs 4 – 6 pm

individual appointments
Infoportal (C8 Ground Floor)
Fon +49 4131.677-2277
infoportal@leuphana.de

THE GRADUATE SCHOOL STUDENT COUNSELLING SERVICE

The Student Counselling Service is offered by the Leuphana Graduate School, and is intended to assist prospective students and current students on the masters degree programmes and who are studying for a doctorate. The Student Counselling Service is also where prospective students should go to clarify questions surrounding the choice of course, the contents of the course and the general application process.

You can also use the Counselling Service during your course to assist you with the configuration of your course beyond the actual teaching, for instance, with

- planning on the progression of your studies,
- deciding on your focus, your internship or Masters dissertation with respect to your future prospects,
- optimizing your work and time management strategies,
- planning your prospects after your Masters dissertation, and
- preparing a possible academic career, possibly with the Doctoral Track

INFORMATION OFFICE

The Information Office in Building 8 on campus is your first point of contact for information about your studies. For specific administrative issues or questions about assessments, the Information Office will direct you to the competent member of the Student Services team. Student Counselling Service appointments are arranged through the Information Office. You can also collect and hand in everything from enrolment documents to contact details forms, and from dissertations to final certificates at the Information Office.

STUDENT SERVICES

In many situations that arise during your course, you can draw on the help provided by **Student Services**. They can give you information on assessment matters as well as administrative issues such as matriculation, re-registration, semester contribution and leave of absence. For straightforward questions that don't need to be discussed in person, please browse the Graduate School website, where you will find the degree programme and topic related information and forms that you will require during your course.

LANGUAGE CENTER

The **Language Center** offers a variety of language facilities which you can use from the first semester onwards. At the Self Access Language Learning Center, a multimedia autonomous language learning environment. If you want to learn languages on the basis of partnership and dialogue, the language tandem is the right approach for you. The **Language Center** is also home to a **Writing Center for Academic English** and an **academic writing workshop for German as a foreign language**.

INFORMATION OFFICE

Main Campus, Building 8
Fon +49 4131.677-2277
infoportal@leuphana.de

STUDENT SERVICES

Main Campus, Building 8, 1st floor
» www.leuphana.de/studierendenservice

» www.leuphana.de/my-master

➤ LANGUAGE CENTER

Main Campus, Building 5
Fon +49 4131.677-2654,
sprachenzentrum@leuphana.de
» www.leuphana.de/sprachenzentrum

INTERNATIONAL OFFICE

Main Campus

Fon +49 4131.677-1070, international@leuphana.de

» www.leuphana.de/international-office

INTERNATIONAL SUMMER UNIVERSITY

» www.leuphana.de/isu

GUIDES FOR INTERNATIONAL STUDENTS

Have a look at the guides (PDF) on the website of the International Office/Downloads.

» www.leuphana.de/international-office

PLEASE NOTE

Do not enter Germany on a tourist visa since there is no way to have it changed to a student visa.

INTERNATIONAL OFFICE

The International Office can inform you about the possibilities of spending time abroad as part of your studies, and can assist you with preparing and organising **semesters abroad and internships abroad**. For international students who are studying for a degree at the Leuphana it offers an integrative care and advice package including a mentoring programme at the start of your course, workshops, tutorials, writing centers and discussions about the current status of your studies.

VISA

Nationals from countries, which are not a member of the European Union, or EFTA, or for which the EU has not dispensed with the visa requirement, must apply for a study visa (Visum zu Studienzwecken) in advance at the German embassy or consulate in their home country. The following documents must be submitted:

- Valid passport
- Bio-metric passport photo
- Letter of admission from Leuphana University
- Evidence of adequate financial resources
- Declaration concerning insurance

HEALTH INSURANCE

In Germany, health insurance is compulsory for everyone. This also applies to students. Students from (European) countries which have entered into a healthcare coverage agreement usually have adequate health insurance coverage in Germany. They simply need to bring along their European Health Insurance Card (EHIC).

International students who do not have valid health insurance coverage in Germany can take out health insurance with a statutory health insurance company, currently at a cost of 75 Euros per month. However, no statutory health insurance coverage can be provided for students over 30 years of age. These students must take out private health insurance within 30 days of their arrival. Foreign health insurance policies must be checked by a German insurer and an exemption must be issued. The insurance must provide unlimited coverage.

ACCIDENT AND LIABILITY INSURANCE

All students are insured against accidents on their way to and from campus, on campus and during off-campus university activities like field trips. In the event of any such accident, please inform the **International Office** immediately. Please note that an accident caused by any private activity is not insured under the University's accident insurance scheme.

If you unintentionally injure someone or damage their property, this can result in an enormous cost for you. We therefore recommend that you take out personal liability insurance (German: Haftpflichtversicherung) to cover the costs arising from any personal injuries or property damage you may cause. You can find insurance companies online or in the local phone book.

STUDENTS HALL OF RESIDENCE

Studentenwerk OstNiedersachsen

» www.stw-on.de/en/lueneburg/wohnen

FOREIGNERS' REGISTRATION OFFICE

Bürgeramt Lüneburg, Bardowicker Str. 23, 1st floor

Please note that you have to provide notice of departure when you leave the country.

ACCOMMODATION

Finding adequate and affordable accommodation in Germany is, as in most countries, timeconsuming. Especially in a small student town like Lüneburg, the housing market is limited. We therefore recommend you to look for accommodation in Lüneburg as soon as possible. There are various housing options available for students: single room in a students' hall of residence, in a private apartment, possibly as flat share or single occupancy apartment. We recommend that international students apply for accommodation in a students' hall of residence because it is cheaper than private accommodation and a good way to get to know other students.

ELECTRONIC TITLE OF RESIDENCE (eAT)

In accordance with German law, international students must apply for a residence permit at the Lüneburg Foreigners' Registration Office (German: Ausländerbehörde) and must register their place of residence in Lüneburg. To apply for the electronic residence permit (eAT), you must appear in person at the Foreigners' Registration Office and pay a service charge of 110 Euros. The following documents must be submitted:

- Passport or ID card
- Entry visa for study purposes (not required for EU/EFTA nationals)
- 1 biometric passport photo
- Proof of registration with the University
- Statement on funding of living costs, e.g. savings account with blocking notice

IMPORTANT PHONE NUMBERS

Fire, ambulance, emergency doctor 112

Police 110

Emergency medical assistance (1 – 8 PM) +49.180.222 6374

Welcome Point International Office +49.4131.677-1410

Claudia Wölk (International Student Coordinator) +49.4131.677-1072

BUDDY PROGRAMME

The International Office provides this service for interested international students. A buddy is a Leuphana student who serves as a contact person for a new international student, in particular during the first few days and weeks after his/her arrival in Lüneburg. The buddy will pick up the new student at the airport or train station, takes him/her to his/her accommodation, and help him/her to feel at home in his/her new place of residence and study.

☉ CONTACT

If you would like to make use of this service, please
send your arrival details to buddy@leuphana.de

UNIVERSITY LIBRARY

Main Campus

OPENING HOURS:

Reading Room: Mon till Fri 8.30 am – 11 pm

Sat and Sun 10 am – 8 pm,

Loan: Mon till Fri 8.30 am – 8 pm, Sat 10 am – 2 pm,
Sun closed

LITERATURE RESEARCH

» www.leuphana.de/ub



UNIVERSITY LIBRARY

The University Library provides academic literature in electronic and printed form. The library website is a key starting point for your research. From there, you can search the library catalogue for the literature and resources available in the library. The literature search engine LUX and a variety of databases are available to help with your advanced search. The BibApp enables easy search for literature when you're on the move, and you can also use it to manage your library account. The app is available free of charge from the Play Store and iTunes.

The library reading room is a popular place of study on the campus. It is home to a variety of desks for reading, writing, research or group work. Along with the public computer terminals, the technical facilities include scanners (free to use with USB stick) and photocopiers (with Campus CopyCard).

Students can borrow books during opening hours by using the automated return and issue machines. To use these machines, you have to have a LeuphanaCard. The LeuphanaCard is available for a returnable deposit of 10 Euro in the library. The activation of the library function on the card costs 5 Euro.

IT AND MEDIA CENTER

The IT and Media Center is responsible for the computer technology and audio-visual media at the Leuphana; it also manages the data networks at all the university locations, the access to the internet and the central servers. It also provides public computer workstations and **wireless networks**, as well as **courses and lectures**.

The **workrooms** on the first floor of the Computing Center are equipped with a variety of technology. The IT and Media Center enables students to use **media and production technology** and to **borrow** computer and media equipment.

Printers are available for the publicly accessible **computers**; students have to set up a printing account to be able to use the printers.

As a Leuphana student you are given your own email address and user ID. You can manage your Leuphana email account either through the web interface **myMail.leuphana.de** or with an email client such as Outlook, Thunderbird or Apple Mail. Access to the email account and logging into the Leuphana networks require the user ID.

➤ IT AND MEDIA CENTER

Main Campus, Building 7

OPENING HOURS:

During the semester:

Monday – Friday 10 am – 6 pm

Saturday and Sunday closed

» www.leuphana.de/miz

➤ STUDENT'S EMAIL ACCOUNT

You'll receive the access data for your email account together with your student ID.

» <https://mailhost.leuphana.de/hpronto>

STW-OSTNIEDERSACHSEN KITAS

» www.stw-on.de/lueneburg/kinder/kita-campus

ELISTU

Main campus, building 9 Room 103
 Fon +49 4131.677-1511, elistu@asta-lueneburg.de

AVAILABLE ONLY IN GERMAN

» www.asta-lueneburg.de/service/elistu

EQUAL OPPORTUNITIES OFFICE

AVAILABLE ONLY IN GERMAN

» www.leuphana.de/gleichstellung

GRADKIDS

Main campus, building 10 Room 002
 Fon +49 4131.677-1832; familienervice@leuphana.de

AVAILABLE ONLY IN GERMAN

» www.leuphana.de/gradkids

HOCHSCHULSPORT

AVAILABLE ONLY IN GERMAN

» www.leuphana.de/hochschulsport

STUDYING AS A PARENT

If you are combining studying with being a parent, you obviously need to know a place where your child will be in good hands while you attend your seminars or study in the library. The **Studentenwerk OstNiedersachsen** has two **childcare centers** on the Leuphana campus. You can also receive support from the **EliStu** project (German Abbreviation of Students with Children), which offers childcare as well as advice and networking opportunities for parents. The **Family Service** at the **Equal Opportunities Office** provides information on issues related to combining studying with parenting and can help you find childcare facilities. It can also provide you with advice and support in finding solutions for difficult situations.

The parent-child study room – **GradKids** – was established by the Graduate School as a child friendly space that allows parents to bring their child with them and study for a short period of time, without the need to book their child into a childcare facility. The space can be used both for working alone with a child or children in tow, as well as for group work, discussions, and advice sessions with staff from the Graduate School – regarding study counsellor, scholarships or grants, for example.

SPORT AT THE UNIVERSITY

As a student you can use the fitness area as well as the sauna in Studio 21 and take part in the varied sports courses that are on offer. These range from team sports to dance and gymnastics courses to sports excursions and wellness offers such as massages and Kinesiotape treatments.

ACCESSIBILITY

The entire Leuphana campus provides accessibility. This means that almost all of the buildings are accessible to wheelchairs: with ramps, automatic door openers and lifts. The campus is also home **to parking spaces reserved for wheelchair users and has toilets that are fully accessible to the disabled** so that people with physical limitations can use the facilities at the university as far as possible without barriers. If you have special needs or if you require a **sign-language interpreter** in a lecture, for instance, or you need assistance using the campus facilities, please contact the representative for students with disabilities.

CAFETERIA

The refectories on the main campus and the Rotes Feld campus are run by the **Studentenwerk OstNiedersachsen**. Students benefit from a price discount on the catering. You can pay cash-free with your **LeuphanaCard**, which you charge with credit at the respective machines. Food is available at lunchtime from Monday to Friday on both campuses (but only at the main campus during vacation). The cafeteria on the main campus is also open in the evenings during term time.

⊕ APPOINTEE FOR STUDENTS WITH DISABILITIES

Apl. Prof. Dr. Martin Pries
Main Campus, building 5, ground floor
Fon +49 4131.677-2690, pries@leuphana.de

⊕ MENU OF THE CAFETERIA

» www.stw-on.de/en/lueneburg/essen

CAREER SERVICE

Main Campus
 Contact: Ilka Buecher
 Fon +49 4131.677-1263, buecher@leuphana.de

» www.leuphana.de/en/services/career-service

» www.leuphana.de/en/current-affairs/open-positions



AVAILABLE ONLY IN GERMAN

» www.leuphana.de/careerservice



CAREER SERVICE

The Career Service provides you support and advice with the practically-oriented planning of your studies and the development of your career profile. You can also use the wide-ranging offer provided by the Career Service to access further training for key qualifications and for valuable tips regarding job applications. You can also network with employers at the **FOR YOUR CAREER** jobs fair, and browse the latest job vacancies on the jobs website **Current Jobs & Internships**. Mentors from the **enterJOB** mentoring programme will also be pleased to assist you with starting your career.

The latest **jobs on offer at the University**, for example, as tutors or as a student assistant, are published on the University website.

The latest student job vacancies and internships outside the Leuphana are published on the **Current Jobs & Internships** online jobs site every week by the Leuphana Career Service. Stopping by for a browse is worthwhile.

OMBUDSPERSON FOR STUDENTS AND TEACHING STAFF

The ombudsperson is there to support an exchange between students and teaching staff and the University management and administration. He or she mediates between the different groups of stakeholders at Leuphana and provides confidential and impartial support in the event of disputes.

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ombudsperson@leuphana.de
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START-UP SERVICES

Information and advice to those who have a project for starting their own business.

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» www.leuphana.de/start-up-services
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IMPRINT

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